



On January 30th, the Zoning & Permitting Division of Neighborhood & Business Services will begin reviewing residential permits more extensively as in the past. In working with Mecklenburg County, the zoning review for all residential permit applications will be conducted and documented within the building project created in POSSE. The creation of a City Zoning review unit is no different than existing review units already in place and will be conducted simultaneously with other review units. The complexity of the review will vary depending on the type/extent of the project submitted for review and will consist of either a Minimal Plan Review or an Expanded Plan Review. **As part of this new process, it will be required for all projects requesting zoning approval to complete the new Zoning Supplemental Application.**

The following types of Projects will be reviewed under the Minimal Plan Review criteria: Demolitions, Decks (new or replacement), Screened Porches no more than 1 story, Mobile/Manufactured Homes, Basement upfits/remodels, and Accessory Structures that require a Building Permit and are no more than 1 story. The Minimal Plan Review can be accommodated at the Customer Service Counter and/or within 24 hours.

The Expanded Plan Review will be utilized under the following criteria: New Dwellings/Construction, Additions to Dwellings with/without Footprint Expansion (except decks), Addition of a story(heated or unheated), Retaining Walls, Interior renovation/up-fit that requires Building Plan Review, Unconventional Building Practices, Accessory Building that require a Building Permit (Pool Houses, Storage Sheds, Pergolas, Pools), Exterior Modifications, Roof Additions, and any Conversion from Unheated to Heated space. The goal will be to complete an Expanded Plan Review within 3 days of submittal.

We anticipate the new process to enhance the documentation of zoning reviews and approvals. Customers can also monitor the approval or disapproval online as they monitor the status of the building permit. Any additional zoning requirements for the submitted project will be documented for customers to correct and provide to staff in order for staff to proceed with the approval process.

If you have any further questions, you may call 704-336-7600 with your questions and zoning staff will respond with the appropriate answer.